027
S1943R
1949/50

ANNUAL REPORT

Free Public Library

SAN BERNARDINO

CALIFORNIA

Established 1891

...AL LIBRARY OF THE
JUL 27 1950
UNIVERSITY OF ILLINOIS

FISCAL YEAR 1949-1950

027
S1943R
1949/50

BOARD OF TRUSTEES

Rabbi Norman F. Feldheym.....President

Mr. L. Burr Belden.....Secretary

Mrs. Olive K. Palmtag Mr. R. H. Neddersen

Mr. Herbert T. Slater

27/4/50 dup. 1949/50 cons. R.S.

REPORT OF THE PRESIDENT

To the Honorable Mayor and Members of the Common Council of the City of San Bernardino

Gentlemen:

The Board of Trustees of the San Bernardino Free Public Library presents the report of its activities for the fiscal year ending June 30, 1950, with a sense of pride and achievement.

After years of preparation and planning on the part of past Library Boards, we are pleased to report that during this year the building of the first permanent branch library was begun. Situated on the corner of Arrowhead Avenue and Arrowhead Square, it will be the instrument through which the City Library will be able to render a far better and more efficient service to the residents of the North End of our city. It will stand as a symbol of the desire of the Library Board to make the facilities of our City Library ever more readily available to the citizens of our community. Added to Down Town Library and the branches operating at Bunker Hill and at the Encanto Housing project, it will help to provide the ease of accessibility which the rapid expansion of San Bernardino requires.

In submitting this report, special mention should be made of the able efforts and long hours devoted by the members of the Board's Building Committee, Mr. Herbert Slater and Mr. R. H. Neddersen, and Finance Committee, Mrs. Olive Palmtag and Mr. L. Burr Belden, without which the work on the North End would not have been possible. We are exceedingly grateful for the skillful direction and administration of the project provided by the Librarian, Miss Mary Belle Kellogg, and we wish to congratulate her and every member of her Staff for the efficient way in which every aspect of the Library operation was carried during this year - particularly since we are aware that too often the work has to be done in cramped and inadequate space ill-fitted for library work.

We are exceedingly appreciative of the complete support given to the Library Board by the Mayor and Common Council. Their understanding of our problems and their encouragement of our plans to meet the needs of the people, have been most gratifying.

Respectfully submitted,

NORMAN F. FELDHEYM

President of the Board
of Trustees

FINANCIAL REPORT

Assessed valuation of City - - - - -	$50,890,220.00
Library tax rate - - - - - - - - - -	.1503 on $100
Receipts from General Fund - - - - -	$99,813.20

CASH ACCOUNT

July 1, 1949 to July 1, 1950

Cash on hand July 1, 1949 - - - -	$ 5.00	
Deposits on hand July 1, 1949 - -	23.42	
Fines - - - - - - - - - - - - - -	3,287.47	
Non-resident fees - - - - - - - -	346.00	
New cards - - - - - - - - - - - -	7.30	
Reserve books - - - - - - - - - -	35.70	
Damaged books - - - - - - - - - -	35.40	
Lost books - - - - - - - - - - -	101.42	
Deposits received - - - - - - - -	37.00	
Total - - - - - - - - - - -		$3,878.71
Deposited with City Treasurer - -	$3,813.29	
Deposits returned - - - - - - - -	37.00	
Balance on hand July 1, 1950 - -	28.42	
Total - - - - - - - - - - -		$3,878.71

OUR INCOME FOR 1949 - 1950

Receipts from General Fund - - - - - - - - - - $99,813.20

WHAT WE DID WITH IT

Capital Outlay

Building - Branch Library, Arrowhead & Arrowhead Sq. - -	$25,875.14
Equipment - - - - - - - - - - - -	5,342.43
	$31,217.57

Operating Expenditures

Salaries - - - - - - - - - - - - -	40,932.20
Bindery - - - - - - - - - - - - -	665.21
Books - - - - - - - - - - - - - -	15,565.00
Electricity - - - - - - - - - - -	1,794.52
Expense - - - - - - - - - - - - -	1,782.23
Gas - - - - - - - - - - - - - - -	160.77
Insurance - - - - - - - - - - - -	427.80
Janitor Service - - - - - - - - -	2,175.00
Newspapers & Periodicals - - - -	1,502.69
Printing & Stationery - - - - -	219.34
Repairs and Maintenance - - - -	711.05
Supplies - Maintenance - - - - -	620.79
Supplies - Office - - - - - - -	1,777.47
Telephone - - - - - - - - - - -	214.60
Water - - - - - - - - - - - - -	46.96
Total Operating Expenditures - -	$68,595.63

Total Expenditures - - - - - - - - - - - - - - - $99,813.20

LIBRARY STAFF

Mary Belle Kellogg
Librarian

	Kate B. Field	Reference Librarian
	Margaret Fay Engleman	Circulation Librarian
	Mildred I. Lippert	Catalog Librarian
	Bess G. Harrison	Library Assistant
	Mary A. Selkirk	Library Assistant
*	Selma S. Keller	Library Assistant
	Smilie L. Leser	Library Assistant
	Anna J. McGough	Library Assistant
	Isabel N. Wilkinson	Library Assistant
*	Lorna T. Aulenbacher	Library Assistant
	Elizabeth Hudlow	Branch Librarian
**	Vera Plimley	Branch Librarian
**	Joyce A. Warner	Branch Librarian
	Doris E. Coble	Secretary
	Wilma Boehm	Library Clerk
*	Rachelann Daniel	Library Clerk
*	Marcus Z. Diavastes	Library Clerk
	Sophie K. Horton	Library Clerk
	Mary Pinkerton	Library Clerk
**	Martha Bayus	Library Clerk
	Arda M. Haenszel	Vacation Relief Clerk
	Lois Fine	Page and Relief Clerk
	Sue E. Riley	Book Repairer
	Creighton Depew	Page
	Richard J. Jones	Page
	Orval D. Walden	Page
	Donald L. Crocfer	Vacation Relief Page
	Wasko Garnek	Janitor
**	Eli M. Lane	Branch Janitor

* Resigned
** Part Time

REPORT OF THE LIBRARIAN

To the Members of the Board of Library Trustees
of the Free Public Library of San Bernardino:

STORY OF THE YEAR

The records for the past year show continued progress for the Public Library. The goal of the administrative officers has been to keep abreast of the times in methods of operation, and at the same time to improve the service to the community. The increase in the use of television, radio and the films by the community has resulted in an increase of inquiries for information and some slight decrease in recreational reading. Library use, however, has increased as is indicated by the active file of 25,703 members.

OUR SERVICE

Is available 358 days in the year.
Is free to all residents of San Bernardino.
Is available to anyone who owns a business, works, owns property, or attends school in the city.
Provides recreational reading to classrooms upon the request of the teacher.
Has extended service through Mt. Vernon, Bunker Hill and Arrowhead libraries.
Gives factual information on request by mail, phone or personal visit.
Assists with research.
Supplies speakers on books and related subjects.
Obtains information not available in the local library from neighboring institutions, State Library, or the Library of Congress.
Provides educational and recreational reading for all who desire it.

THE LIBRARY IN ACTION

Books catalogued	8,197
Books borrowed by adults	148,237
Books borrowed by children	123,843
Pictures loaned	3,888
Reference questions answered	9,784
Reference questions by mail	40
Book talks by Staff	27
Story hours	irregular
Reading Club members	656
Books renovated	9,602
Great Books Program meetings	12

WHAT HAPPENS TO OUR LIBRARY DOLLAR

The increased cost of living and the increased cost of books, supplies and other services is reflected in the cost of operation. For the past year our budget was apportioned:

Building and equipment	32%
Salaries	43%
Books, binding and periodicals	18%
Supplies	2%
Maintenance supplies and repair	1%
Utilities	2%
Miscellaneous	2%

OUR PLANS FOR THE FUTURE

A LIBRARY FOR YOU NEAR YOU is our plan for the future. For the past two years the establishment of much needed branch libraries has been the major interest in the expansion program. Our plans for the future include not only some sort of service, mobile or

otherwise, for the newer areas of the city, but a new main library building. This building will incorporate all the newer media for the communication of ideas: films, talking books, music, and probably television. Look, read, and listen may well be the function of the new library. In addition to the expansion of library services, the new building will have adequate space for valuable historical material, adequate office quarters, and ample book storage shelves.

ABOUT US

An understanding of books and the needs of the community is important for intelligent service. Our Staff, exclusive of the janitors and pages, numbers 17. Our average length of service is about 10 years. Six of us are college graduates, five of whom have certificates from accredited library schools, while six others have special library certificates. Memberships in various cultural and civic organizations aid the members of the Staff in anticipating community trends. During the past year the Staff has formed their own organization for the purpose of their welfare, information and education.

WHAT THE COMMUNITY CAN DO

Gifts by organizations or individuals provide us with many books which we are not able to supply otherwise. During the past year we have received many gifts of single volumes, magazines and newspapers. The Orange Belt Life Underwriters Association has presented the Library with 11 books and pamphlets on Life Insurance. These books make a valuable addition to the regular collection in the Library. It is through gifts like

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ANNUAL REPORT

Free Public Library

SAN BERNARDINO

CALIFORNIA

ESTABLISHED 1891

FISCAL YEAR 1948-1949

OCT 26

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BOARD OF TRUSTEES

*Mr. Scovel E. Bagley.....President

Mr. R. H. Neddersen.....Secretary

Mrs. Olive K. Palmtag *Dr. Allen L. Haenszel

Rabbi Norman V. Feldheym

*Term expired May 1, 1949

REPORT OF THE PRESIDENT

To the Honorable Mayor and Members of the Common Council of the City of San Bernardino

Gentlemen:

The Board of Trustees of the San Bernardino Free Public Library is pleased to report its activities for the fiscal year ending June 30, 1949.

LIBRARY EXTENSION The major activity of the Board during the past year has been planning the extension of the library service by means of neighborhood branches. The Mt. Vernon Branch, already in operation in the Encanto Housing Project, has continued to grow in popularity and has now outgrown its small quarters. Additional space for this branch is an urgent necessity. The establishment of a branch at Bunker Hill and Mill has proved a most worthwhile venture. Many citizens and school officials have expressed their appreciation of this service. Plans for a branch in the North End were started with the purchase of property on Arrowhead and Arrowhead Square, and the appointment of Jerome Armstrong as the architect. This branch should be in operation by mid-year.

IN APPRECIATION In retiring from the Board I with to thank the Librarian, Miss Mary Belle Kellogg, for her capable planning and supervision of our library affairs during the past year. The Library is very fortunate to be able to continue her services. We wish to thank the entire staff for its continued good service to the public.

May we take this opportunity to thank Dr. Allen L. Haenszel, retiring trustee, for his services for the past eight years. Dr. Haenszel has never been too busy to work in the interest of the Library and for the establishment of its branches.

The appointment of Herbert T. Slater and L. Burr Belden to the Library Board gives this group progressive and capable members. Rabbi Feldheym, Mr. Neddersen, and Mrs. Palmtag will continue to be of great service to the Library, as they have in the past.

We wish to express our appreciation to the Mayor and Common Council for their interest in our activities and their cooperation in advancing the library services.

Respectfully submitted,

S. E. BAGLEY
President of the Board
of Trustees

FINANCIAL REPORT

Assessed valuation of City - - - - - -	$48,909,450.00
Library tax rate - - - - - - - - - - - -	.1332 on $100
*Receipts from General Fund - - - - - -	$84,760.00

*Includes $20,000.00 for Branch in North End.

CASH ACCOUNT

July 1, 1948 to July 1, 1949

Cash on hand July 1, 1948 - - -	$ 5.00	
Deposits on hand July 1, 1948 -	33.92	
Fines - - - - - - - - - - - - - -	3,011.30	
Non-resident fees - - - - - - -	345.25	
New Cards - - - - - - - - - - -	4.10	
Reserve books - - - - - - - - -	40.90	
Damaged books - - - - - - - - -	15.50	
Lost books - - - - - - - - - - -	131.43	
Deposits received - - - - - - -	31.75	
Total - - - - - - - - - - - -		$3,619.15
Deposited with City Treasurer -	$3,548.48	
Deposits returned - - - - - - -	42.25	
Balance on hand July 1, 1949 - -	28.42	
Total - - - - - - - - - - - -		$3,619.15

RECEIPTS

Receipts from General Fund	$84,760.00

EXPENDITURES

Capital Outlay

Property		
Arrowhead & Arrowhead Sq.- -	$ 2,576.80	

Operating Expenditures

Salaries - - - - - - - - - - - -	$38,910.32	
Bindery - - - - - - - - - - - -	677.55	
Books - - - - - - - - - - - - -	10,863.31	
Electricity - - - - - - - - - -	1,669.22	
Equipment - - - - - - - - - - -	2,699.01	
Expense - - - - - - - - - - - -	1,087.46	
Gas - - - - - - - - - - - - - -	192.83	
Insurance - - - - - - - - - - -	447.81	
Janitor Service - - - - - - - -	2,116.10	
Newspapers and Periodicals - -	1,145.06	
Printing - - - - - - - - - - - -	524.99	
Repairs and Maintenance - - -	1,731.51	
Supplies - Maintenance - - - -	611.42	
Supplies - Office - - - - - -	1,905.62	
Telephone - - - - - - - - - - -	135.58	
Water - - - - - - - - - - - - -	42.21	
	$64,760.00	
Total Expenditures - - - - - -		$67,336.80
Balance to be reappropriated in 1949-50		$17,423.20

LIBRARY STAFF

Mary Belle Kellogg
Librarian

Kate B. Field - - - - - - - - Reference Librarian
Margaret Fay Engleman - - - Circulation Librarian
Mildred I. Lippert - - - - - - Catalog Librarian
Bess G. Harrison - - - - - - - Library Assistant
Mary A. Selkirk - - - - - - - - Library Assistant
Smilie L. Leser - - - - - - - - Library Assistant
Anna J. McGough - - - - - - - - Library Assistant
Isabel N. Wilkinson - - - - - - Library Assistant
**Lorna T. Aulenbacher - - - - - Library Assistant
**Vera Plimley - - - - - - - - - Branch Librarian
**Joyce A. Warner - - - - - - - - Branch Librarian
Doris E. Coble - - - - - - - - - - Stenographer
Marcus Z. Diavastes - - - - - - - - Library Clerk
Mary Pinkerton - - - - - - - - - - Library Clerk
Rachelann Thompson - - - - - - - - Library Clerk
**Martha Bayus - - - - - - - - - - Library Clerk
Arda M. Haenszel - - - - - - - Substitute Clerk
*Bernice C. Hiler - - - - - - - - - - - - Typist
Sue E. Riley - - - - - - - - - - - Book Repairer
Creighton Depew - - - - - - - - - - Library Page
Lois Fine - - - - - - - - - - - - - Library Page
Richard J. Jones - - - - - - - - - Library Page
Orval D. Walden - - - - - - - - - - Library Page
*Leslie Shaffer - - - - - - - - - - Library Page
Wasko Garnek - - - - - - - - - - - - - - Janitor
George M. Dawn - - - - - - - - - Relief Janitor

*Resigned
**Part Time

REPORT OF THE LIBRARIAN

To the Members of the Board of Library Trustees
of the Free Public Library of San Bernardino

Gentlemen:

The Public Library, though not generally considered as such, is one of the city's most necessary utilities. In San Bernardino in 1948 there were:

17,217	water meters
19,202	gas meters
20,829	telephone connections
22,425	electric meters
23,921	LIBRARY BORROWERS

Over a period of years, it has been a unique coincidence that for every new installation of a public utility, there has been a new borrower at the Public Library. Many new residents register at the Library as soon as they establish their homes and have the utilities connected.

Last year this library service provided recreation, information and continuing education for approximately 23,921 persons - each one of whom borrowed on an average of 11 books during the year.

BUNKER HILL BRANCH This increase in use is the result of the program of expansion which the Library has been carrying on during the past year. In its endeavor to shorten the distance between the books and the people, the Library Board has established a new branch at Bunker Hill and Mill Streets in a rented building with

adequate parking. About 600 persons have registered there within a six month period.

SURVEY FOR FUTURE — The Staff has been conducting a survey of the use of the Library in order to make practical plans for a new main building. Sites, costs and plans for this building have been considered, as the present building is not only obsolete, but cannot be used to advantage because of inadequate parking space.

NEW PROCEDURES — A simplification of all clerical work has resulted from the installation of a Recordak machine which charges the books on a microfilm. This procedure, used in conjunction with a Keysort system for the filing of registration and date cards, has cut the cost and labor of many clerical operations.

NEW REGULATIONS — With the installation of these systems many of the regulations for the use of the Library were changed so as to give more flexible and extended service to the people.

During the year 1948 - 1949, the aim of the Librarian and her staff has been to bring the services of the Library closer to the people and to eliminate, as far as possible, unnecessary detail in operation.

This extension and coordination of services has been made possible through the understanding cooperation of the Board and Staff. We deeply appreciate the expeditious manner in which the Mayor and Common Council have aided us in forwarding the Library's plans.

Respectfully submitted,

MARY BELLE KELLOGG
Librarian

REGISTRATION

	Adult	Juvenile	Total
July 1, 1948	19,024	5,146	24,170
Relinquished	6,173	1,494	7,667
New and reregistered	5,249	2,169	7,418
Total registration	18,100	5,821	23,921
Registration includes:			
Mt. Vernon Branch	237	1,125	1,362
*Bunker Hill Branch	207	383	590

*6 month period

CIRCULATION

	Adult	Juvenile	Total
Fiction	82,974	84,746	167,720
Non-fiction	49,870	31,807	81,677
Periodicals	5,799	710	6,509
Totals	138,643	117,263	255,906
Circulation includes:			
Mt. Vernon Branch	1,750	19,792	21,542
*Bunker Hill Branch	4,339	7,072	11,411

*6 month period

Average daily circulation - - - - - - - - - - - 711

BOOK STOCK

Books on hand July 1, 1948		68,612
Additions	6,293	
Withdrawals	2,017	
Net gain		4,276
Books on hand July 1, 1949		72,888

OTHER SERVICES

Sunday and holiday readers	3,325
Pictures circulated	3,470
Reference questions	9,516
Books renovated	7,479
Classroom collections of juvenile books	85
Summer Reading Club	525
Certificates awarded	238

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ANNUAL REPORT

FREE PUBLIC LIBRARY

SAN BERNARDINO

CALIFORNIA

Established 1891

FISCAL YEAR 1947-1948

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BOARD OF TRUSTEES

Mr. Scovel E. Bagley.....President

Mr. R. H. Neddersen.....Secretary

Mrs. Olive K. Palmtag Dr. Allen L. Haenszel

Rabbi Norman V. Feldheym

REPORT OF THE PRESIDENT

To the Honorable Mayor and Members of the Common Council of the City of San Bernardino

Gentlemen:

The Board of Trustees of the San Bernardino Free Public Library is pleased to report our library activities for the fiscal year ending June 30, 1948.

During the past year very few changes have taken place in the personnel of your library.

The Librarian, Miss Mary Belle Kellogg, continues to be of untold value to the Board. Each year brings evidence of her ability in understanding the needs of the community. Under her management the library has shown a substantial increase of subscribers each month during the past year.

The Mt. Vernon branch of our library continues to grow. The quarters are not ample and additional space will be necessary.

This fall, every effort will be made to establish branches in the North-end as well as in the South Mt. Vernon

district. Our major problem is to find quarters for these branches.

During the past year some necessary repairs were made on the floors and windows. The addition of a cement block wall along the west side of the building has been a good investment.

We wish to express our appreciation to the Mayor and Common Council for their interest and cooperation.

Respectfully submitted,

S. E. BAGLEY,
President of the Board
of Trustees.

FINANCIAL REPORT

RECEIPTS

Appropriation from city tax receipts	$51,000.00

EXPENDITURES

Salaries	$32,018.39	
Bindery	1,202.51	
Books	7,415.50	
Electricity	1,898.90	
Equipment	494.42	
Expense	648.37	
Gas	170.44	
Insurance	450.42	
Janitor Service	1,912.50	
Newspapers and Periodicals	1,158.44	
Printing	36.05	
Repairs and Maintenance	1,806.12	
Supplies-Maintenance	537.53	
Supplies-Office	1,098.31	
Telephone	112.80	
Water	39.30	
	$51,000.00	$51,000.00

Respectfully submitted

The Board of Trustees of the San Bernardino Free Public Library,

By- SCOVEL E. BAGLEY
President

R. H. NEDDERSEN
Secretary

LIBRARY STAFF

Mary Belle Kellogg
Librarian

	Kate B. Field	Reference Librarian
	Margaret Fay Engleman	Circulation Librarian
	Mildred I. Lippert	Catalog Librarian
**	Vera Plimley	Branch Librarian
	Bess G. Harrison	Library Assistant
	Smilie L. Leser	Library Assistant
	Anna Jane McGough	Library Assistant
	Mary Anna Selkirk	Library Assistant
	Isabel Wilkinson	Library Assistant
	Lorna T. Aulenbacher	Library Assistant
**	Wilma L. Boehm	Library Clerk
*	Joanne Coldwell	Library Clerk
*	Eva Hope Ford	Library Clerk
*	June E. Bacon	Library Clerk
**	Arda M. Haenszel	Substitute Clerk
	Sue Riley	Book Repairer
**	Bernice C. Hiler	Typist
**	Mary Pinkerton	Library Clerk
	Creighton Depew	Page
	Robert E. Gunther	Page
	Richard J. Jones	Page
	Leslie Shaffer	Page
	Wasko Garnek	Janitor
	Fred L. Pollman	Relief Janitor

* Resigned
** Part Time

REPORT OF THE LIBRARIAN

To the Members of the Board of Library Trustees of the Free Public Library of San Bernardino

Gentlemen:

I hereby present a brief summary of the operations of the Free Public Library for the fiscal year ending June 30, 1948.

FREE INFORMATION Although the radio, movies and newspapers are sources of information, books and the pamphlets are almost the last unobstructed channels for those who have something to say. It is in the Free Public Libraries in the United States that the people can obtain unbiased information on current world problems.

COST PER CAPITA For about 90 cents per capita or the same cost per capita as three ice cream sundaes or four glasses of beer, or the price of a movie or six packages of cigarettes, every citizen of the city has the privilege of using the library 365 days a year.

BORROWERS It is gratifying that 41% of the city's population are taking advantage of this service. In every family, there are approximately 1½ card

holders, and in many cases more than one member of the family is using the card.

In the outlying areas the increase in the population has resulted in 942 borrowers who pay a non-resident fee. These borrowers include residents of Barstow, Victorville, Big Bear, Loma Linda, Colton, Phoenix, Arizona, and many other neighboring towns.

Only 21% of all borrowers are children. This small percentage indicates the poor location of the main library for service to children.

Borrowers	-	41% population
Children	-	21% borrowers
Non-residents	-	3.8% borrowers

BRANCHES In the Mt. Vernon Branch the membership is in the ratio of six juveniles to one adult. With the opening of two new branches this fall the library will be able to bring the books to children and housewives who are at some distance from the main library.

JUVENILE DEPARTMENT In spite of difficult parking facilities and the hazards of traffic, 5000 children below the 10th grade make use of the juvenile department. This year about 300 books a day were taken out by these children, parents, and teachers. Altho the reference department usually handles all research questions, an additional 1730 questions were answered by the children's librarians.

Story Hour — No regular story hour is scheduled for the children, but stories are told on special occasions such as Book Week, Christmas, or by special request during book talks.

Classes and Clubs — Fifty-three classes from the public and parochial schools were instructed in the use of the library by the juvenile librarians. Vacation reading clubs have always been enthusiastically received by the children. In the past year 469 members were enrolled in the club and, of these, 219 completed the reading of 10 books - the requirement for a certificate.

Juvenile borrowers	5146
Circulation per day	348
Questions answered	1730

REFERENCE DEPARTMENT — "4-1183? Is this the library?" Many call or come to the reference department seeking answers to questions which just about run the gamut of human knowledge. Each year the reference department is increasingly busy. In the past eight years there has been a gain of 54% in the number of reference questions answered.

Local Information — Many requests for information were received from people living outside San Bernardino. Without exception these people wanted specific information about San Bernardino City or County. One request came from New York City

for information about the town of Joshua Tree; and another from North Carolina asking for details of an automobile accident in Fontana. A bibliography was prepared for a man living in Arizona who is writing a book on the San Bernardino mountains.

Local Indexes — To facilitate answering questions on this city and county all reference material has been indexed carefully. An index to Desert Magazine was made which has proved invaluable in locating information about the desert regions. Mining and geological indexes for the county have also been made.

Covered Wagon Days — The centennial celebrations are increasing the number of questions about local and state history. During the celebration of Covered Wagon Days the reference department not only assisted with the research but arranged a display of the "best sellers" of the period.

Orange Show — During the Orange Show this library cooperated with the other libraries of the County in maintaining a library booth. An exhibit of books by California authors called "Literary Gold of California" was made by a member of the Reference staff, and a map drawn showing the location of the gold mines in San Bernardino County. A folder of pertinent and interesting facts about the Library was prepared and distributed at the Orange Show.

BOOK TALKS

Mrs. Bess G. Harrison from the Juvenile Department, and Mrs. Kate Field from the Reference Department gave 27 book talks during the year. These talks were given before civic, social, and school organizations. Beginning the 1st of January, Mrs. Field went once a month to the Civic Auditorium to give an hour's book review for the Blind. This was a most rewarding experience for the audience was appreciative, alert, and interested in world affairs. These reviews will be continued next year.

ADDITIONAL SOURCES

Frequently the library does not have the book the patron desires, but if it is obtainable, he is able to secure it through the State Library or other libraries in this state or other states. These other sources supplied library patrons with 213 books last year, many in foreign languages, especially Polish, Hungarian, and Russian.

PLANS FOR THE FUTURE

Our plans for the future include not only new branches, a new main library, and inauguration of new services, but a complete overhauling and re-examination of our present charging system and regulations.

That these plans are practical and not visionary is due to the active and constructive interest of our patrons, the Library Board and the Mayor and Members of the Common Council.

IN APPRECIATION

It is only through the cooperation,

loyalty and flexibility, of the Staff that the progress recorded has been achieved.

We wish to express our appreciation to the Library Board for its keen interest and activity in behalf of the welfare of the library, the Staff, and the extension of its service to the public.

We appreciate the cooperation of The San Bernardino Daily Sun and the San Bernardino Evening Telegram in publicizing the activities of the library.

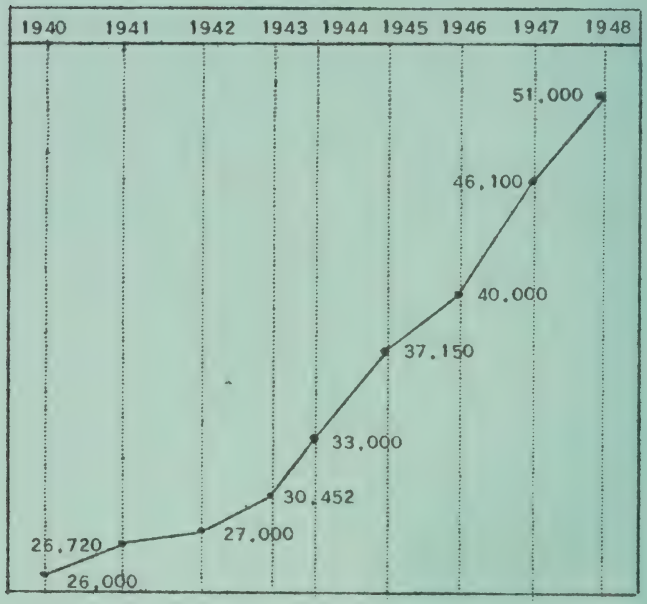
To the Mayor and Members of the Common Council we express our appreciation for the consideration of our needs, and our gratitude for their cooperation.

Respectfully submitted,

MARY BELLE KELLOGG,
Librarian

1940-1948 "GRAPHICALLY SPEAKING"

THE BUDGET

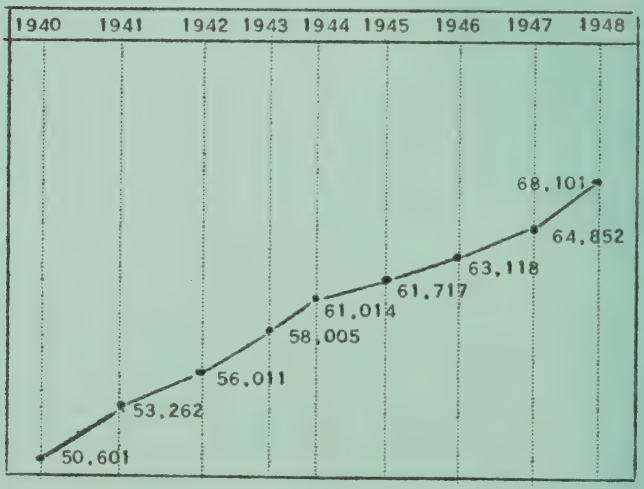


BUDGET INCREASED 76%

SALARIES INCREASED 101%

BOOK EXPENDITURES INCREASED 82%

THE BOOK STOCK

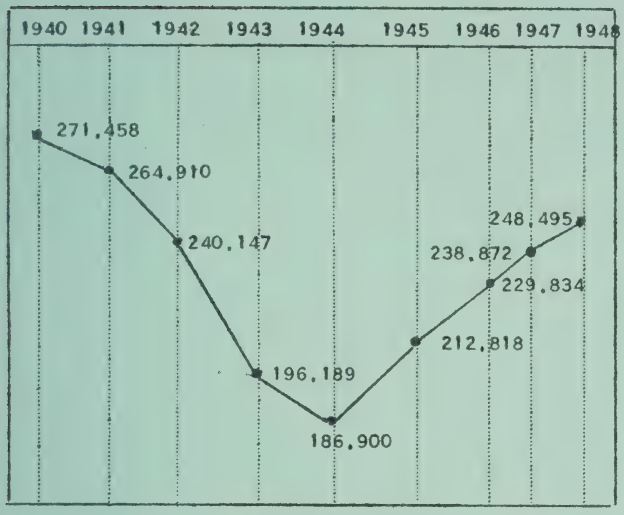


BOOK STOCK INCREASED 28%

BOOK PRICES INCREASED 25%

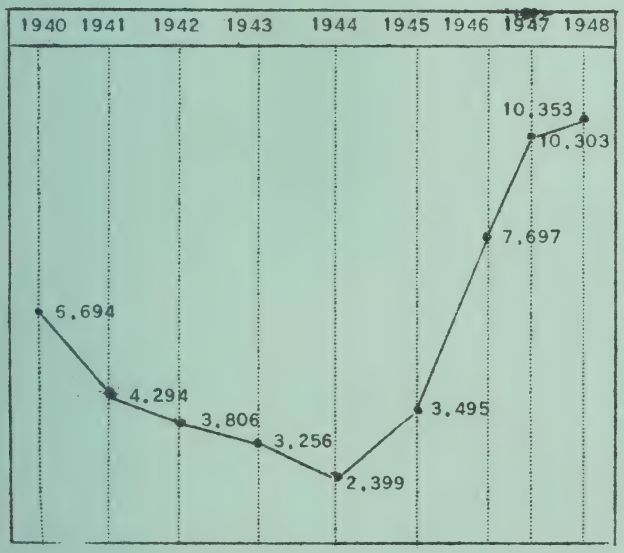
1940-1948 "GRAPHICALLY SPEAKING"

CIRCULATION



CIRCULATION SHOWING UPWARD TREND

REFERENCE QUESTIONS

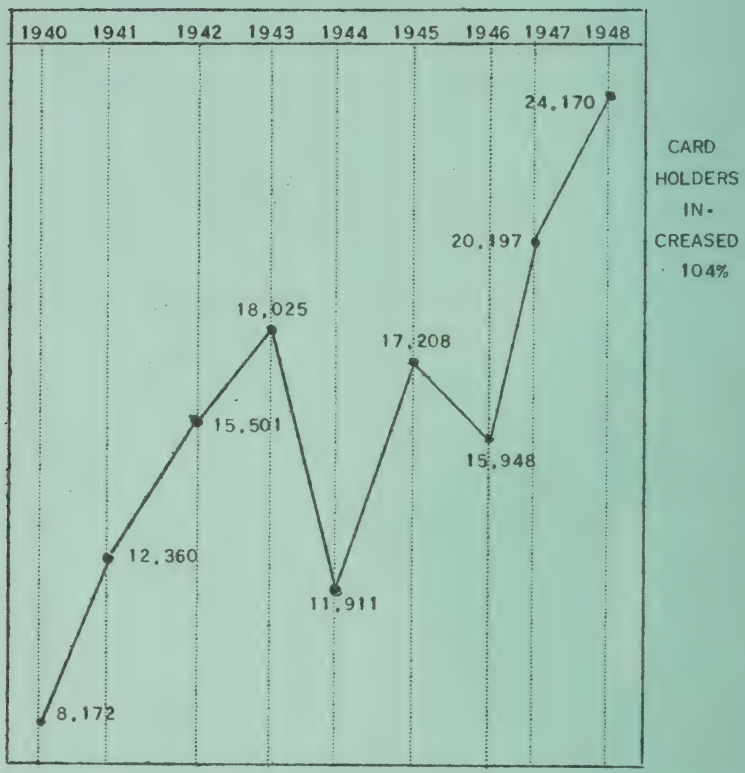


REFERENCE QUESTIONS INCREASED 54%

SHOWING TREND TOWARD USING LIBRARY FOR REFERENCE RATHER THAN RECREATIONAL READING.

1940-1948 "GRAPHICALLY SPEAKING"

CARD HOLDERS



These graphs show a healthy, upward trend both in the use of the library and in its support and maintenance.

This indicates not an inflationary, mushroom growth but one built on a firm foundation, reflecting the growth of San Bernardino, and the trends in reading and use of the library.

USE REPORT

Days open for circulation.....	365
Total circulation.....	248,495
Average daily circulation.....	680
Sunday and holiday readers.....	4,358
Pictures circulated.....	1,896
Reference questions.....	10,352
Books renovated.....	5,359

CIRCULATION BY CLASSES

	Adult	Juvenile	Total
General works....	298	220	518
Philosophy.....	3,249	32	3,281
Religion.....	1,382	302	1,684
Sociology.....	4,895	10,657	15,552
Language.....	412	110	522
Natural science..	3,140	3,392	6,532
Useful arts.....	8,481	2,336	10,817
Fine arts.....	6,960	1,102	8,062
Literature.....	6,316	10,669	16,985
History.....	5,604	1,610	7,214
Travel.....	5,006	2,092	7,098
Biography.....	5,032	1,984	7,016
Periodicals.....	5,256	837	6,093
Foreign.....	338		338
Fiction.....	86,115	70,668	156,783
Totals.....	142,487	106,011	248,495
Circulation includes			
Schools		42,533	42,533
Mt. Vernon Branch	1,946	18,637	20,583

CLASSIFIED CONTENTS

Class	Adult	Juvenile
General works	354	166
Philosophy	1,026	15
Religion	1,043	171
Sociology	3,305	2,362
Language	159	18
Natural science	1,392	1,043
Useful arts	3,443	1,025
Fine arts	2,373	505
Literature	4,010	1,660
History	3,263	693
Travel	2,519	1,010
Biography	3,288	873
Fiction	17,434	10,212
Foreign	426	
Reference books	3,696	188
Public and state documents	529	
Totals	48,160	19,941
Total volumes in Library		68,101

ADDITIONS AND WITHDRAWALS

Volumes on hand July 1, 1947.....		64,852
Volumes added by purchase.....	4,071	
Volumes added by gift.....	158	
Total additions.....	4,229	
Volumes discarded.....	388	
Volumes missing.....	430	
Volumes lost.....	100	
Volumes paid for.....	58	
Volumes withdrawn because of contagious disease.....	4	
Total withdrawals.....	980	
Gain for year.....		3,249
Volumes in Library July 1, 1948..		68,101

REGISTRATION

	Adult	Juvenile	Total
Registered borrowers July 1, 1947	15,501	4,696	20,197
New borrowers	3,440	1,266	4,706
* Reregistered borrowers	1,126	130	1,256
Borrowers relinquished	1,043	946	1,989
Registered borrowers July 1, 1948	19,024	5,146	24,170

* Registration every 3 years

CASH ACCOUNT

July 1, 1947 to July 1, 1948

Cash on hand July 1, 1947....	$ 5.00	
Deposits on hand July 1, 1947	24.17	
Fines.....	2,735.93	
Non-resident fees.....	470.25	
New cards.....	16.30	
Reserve books.....	53.20	
Damaged books.....	7.15	
Lost books.....	141.57	
Deposits received.....	80.45	
Total.....		$ 3,534.02
Deposited with City Treasurer	3,424.40	
Deposits returned.....	70.70	
Balance on hand July 1, 1948	38.92	
Total.....		$ 3,534.02

FINANCIAL STATISTICS

Assessed valuation of City.....	$ 44,505,630.00
Rate of tax levy.....	1.3845 on $100
Library tax rate.....	.1270 on $100
Population - special 1946 census.	56,291
Total Municipal Operating Budget	$ 1,744,271.70
Library Budget.....	$ 51,000.00

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1946/47

ANNUAL REPORT

FREE PUBLIC LIBRARY

SAN BERNARDINO

CALIFORNIA

Established 1891

FISCAL YEAR 1946-1947

THE LIBRARY OF

AUG 7 1947

BOARD OF TRUSTEES

Mr. Scovel E. Bagley.....President

Mr. R. H. Neddersen.....Secretary

Mrs. Olive K. Palmtag Dr. Allen L. Haenszel

Rabbi Norman V. Feldheym

REPORT OF THE PRESIDENT

To the Honorable Mayor and Members of the Common Council of the City of San Bernardino:

Gentlemen:

The Board of Trustees of the San Bernardino Free Public Library is pleased to report our library activities for the fiscal year ending June 30, 1947.

During the past year we have been somewhat handicapped by changes in personnel and lack of applicants with library training for positions on our staff. In some instances members resigned to obtain higher wages elsewhere.

The Librarian, Miss Mary Belle Kellogg, continues to be of untold value to the Board. Each year brings evidence of her ability and keen insight into the changing needs of the community - needs which have had to be met at considerable cost. These costs have been multiplied by the addition of over 6,000 new members this year.

The Mt. Vernon Branch of our library continues to grow, and is appreciated by the citizens in that section. The quarters are not ample and additional space is necessary.

The demand for a branch in the north-end becomes more apparent each day, due to the large increase of population in that section.

We hope this branch will be in operation soon.

We hope that the city in the near future will erect the new library building, which will be a credit to our city. We are sure this will be appreciated by everyone.

We wish to express our appreciation to the Mayor and Common Council for their interest and cooperation.

Respectfully submitted,

S. E. BAGLEY,
President of the Board
of Trustees.

FINANCIAL REPORT

RECEIPTS

Appropriation from city tax receipts	$ 46,000.00

EXPENDITURES

Salaries	$ 29,547.94
Atlases and Maps	126.95
Bindery	786.98
Books	7,648.40
Electricity	1,611.20
Equipment	525.28
Expense	336.02
Gas	150.39
Insurance	702.17
Janitor Service	1,650.00
Newspapers and Periodicals	924.28
Printing	36.18
Repairs and Maintenance	517.66
Supplies-Office	958.49
Supplies-Maintenance	320.92
Telephone	128.25
Water	28.89
	$ 46,000.00 $ 46,000.00

Respectfully submitted

The Board of Trustees of the San Bernardino Free Public Library,

By- SCOVEL E. BAGLEY
President

R. H. NEDDERSEN
Secretary

LIBRARY STAFF

Mary Belle Kellogg
Librarian

	Kate B. Field	Reference Librarian
	Margaret Fay Engleman	Circulation Librarian
	Mildred I. Lippert	Catalog Librarian
**	Marguerite M. Cole	Branch Librarian
	Bess G. Harrison	Library Assistant
	Smilie L. Leser	Library Assistant
	Anna Jane McGough	Library Assistant
	Mary Anna Selkirk	Library Assistant
	Isabel Wilkinson	Library Assistant
	Wilma L. Boehm	Library Clerk
	Elizabeth Long	Library Clerk
*	Joyce E. Houtz	Library Clerk
**	Eva Hope Ford	Library Clerk
*	Rebecca Ricker	Library Clerk
**	Arda M. Haenszel	Library Clerk
	Sue Riley	Book Repairer
**	Bernice C. Hiler	Typist
**	Mary Pinkerton	Clerical Assistant
	Creighton Depew	Page
	Robert E. Gunther	Page
	Richard J. Jones	Page
	Vaden Yelton	Page
*	Harvey Carter	Janitor
*	Tunis Klaver	Janitor
	Wasko Garnek	Janitor
	John H. Coldiron	Relief Janitor

* Resigned
** Part Time

REPORT OF THE LIBRARIAN

To the Members of the Board of Library Trustees of the Free Public Library of San Bernardino.

Gentlemen:

I hereby present my report for the fiscal year ending June 30, 1947.

The business performed in the library and the library's service to the community became stabilized during the past year. Plans for the extension of our services have been difficult to make because of the gradual increase in the cost of operations and supplies. The need for a branch in the north end is so great that we are proceeding with our plan to establish one in that area in the coming year.

In many respects the Library is the reception room for the city. Sooner or later a new citizen identifies himself with the city through his use of the library. To the stranger it is a friendly familiar place away from home. So many questions have been asked about the services given that we are reviewing some of these as a supplement to our statistical report.

SOME MATTERS OF FACT

Appropriation for 1946 (all from taxation)	$46,000
Number of borrowers	20,197
Volumes in the library	64,852
Days open for service	365
Cost of service per capita	.82

BEHIND THE FACTS

Although 238,872 books were taken home for reading and study last year, many were used in the library itself for research and study. More than 10,000 questions requiring research were answered by the staff at the library or by telephone. Always mindful that there are working people and others who cannot use our facilities at any other time, the library is open Sundays and holidays for a twelve hour period. During the year 4,352 readers made use of the reading room on these holidays.

Statistically speaking, every borrower took home 11 books during the year, altho the library owns but 3 for him. Of all books taken out, 58% were used by adults while the other 42% were used by the children for their recreational reading.

BEHIND THE SCENES

For every book put on the shelves, at least six staff members have helped to put it there. Careful book selection, classification and cataloging, preparation for circulation, the making and filing of cards are all necessary for each book. 4,087 new books were put on the shelves last year.

Three boys sort and return books to the shelves.

One person spends her entire time mending, sewing, washing and repairing books. Last year she renovated 7233 books besides binding the local newspapers.

The 13 newspapers and the 243 periodicals which the library receives require most of the time of one person.

ACROSS THE DESKS

At the main desk, throughout the day, six staff members answer questions for information or direction, or advise on the selection of books. This service is continuous 365 days in the year.

FROM THE REFERENCE DESK three librarians help with questions of research, with school problems, the questions of young people or the business and technical problems of John Doe.

Over a two month period, 1,481 research questions were answered from this desk; in addition to this, 1,383 magazines and 379 pamphlets and 14 newspapers were obtained for the use of students working on their own individual problems. This two month record could be duplicated by at least five similar periods. The increase in the use of the library is felt keenly at this desk.

ACROSS THE CHILDREN'S DESK move nearly half of all the books leaving the library. Of this number nearly two thirds are taken out by the children themselves, while the other third is taken out by the various teachers for use in their classrooms.

Book Week in the fall brings teachers with their classes to inspect the new books and receive instruction in the use of the library.

While Book Week gives a big impetus to reading for the year, the Vacation Reading

Club with its 395 members, keeps the two librarians busy.

MT. VERNON BRANCH

This small branch located in the Encanto Housing Project, is open six days a week for four hours a day. Although the book stock is small, the 1,256 members took out 23,305 books. For a considerable portion of the year, a member from the staff at the main library conducted a story hour on Saturday afternoons at this branch.

PLANS FOR THE FUTURE

The success of the Mt. Vernon Branch in bringing books to those who would not have an opportunity to come to the main library, has encouraged us in our plan to extend library service to everyone who wants it, within the city.

During the next year we hope to have a branch installed near the business area of Highland Avenue. Even with this branch there will be many areas too far from the central building. What form further expansion will take will depend on the location of the new central library.

The library building built in 1903 for a population of 6,000, enlarged in 1921 to serve a population of about 20,000 is today too small for our present needs.

Library service today should include more than books. Our present age demands a supply of audio-visual aids such as microfilms of local and metropolitan newspapers, document-

ary films for the use of clubs and study groups, as well as pictures and phonograph records.

The contributions to adult education and to recreation require small meeting rooms and listening rooms. Nor are these services visionary. All these and many more are provided by any good modern library. It is this kind of service we hope to give from our new building.

APPRECIATION

Within the past year a collection of delightful children's books were given to the library as a memorial to little Richard Alden Reid. Memorial gifts are living tributes. The library welcomes these expressions of esteem and affection.

During the past few months two members of the Library Board have retired. Mrs. Marion Goodcell, Secretary for the Board during the past ten years, and Mrs. Verne Johnson, President of the Board for the past five years, have given generously of their time in the consideration of library problems. I deeply appreciate their cooperation and their unbiased representation of the needs of the community. During the war years, Mrs. Goodcell, Mrs. Johnson and Dr. Haenszel served on the Board at consideral personal sacrifice. I sincerely appreciate the entire Board's liberal and progressive policy and their active interest in the affairs of the library.

To the members of my staff, whether behind the scenes or over the desks, I wish to express my appreciation for their good humor,

cooperation and keen interest in their work and the larger library problems.

None of our service would be possible without the intelligent support of the City Officials. It was largely through the foresight of former Mayor Seccombe that the need for a new library received good publicity, and a considerable fund for its construction was included in the post-war plans. We appreciate the fact that the members of the Common Council have shown their confidence in the work of the library by increasing the library budget.

Although San Bernardino does not have a Friends of the Library organization, we have many friends who remember us with gifts of books and flowers. To these unnamed donors and our patrons, who offer helpful suggestions, I give my sincere thanks.

Respectfully submitted,

MARY BELLE KELLOGG,
Librarian

CASH ACCOUNT

July 1, 1946 to July 1, 1947

Cash on hand July 1, 1946.... $	5.00	
Deposits on hand July 1, 1946	94.82	
Fines.....	2,950.35	
Non-resident fees.....	497.00	
New cards.....	13.60	
Reserve books.....	72.30	
Damaged books.....	13.04	
Lost books.....	224.58	
Deposits received.....	74.50	
Received from sale of chairs.	4.00	
Total.....		$ 3,949.19
Deposited with City Treasurer	3,774.87	
Deposits returned.....	145.15	
Balance on hand July 1, 1947.	29.17	
Total.....		$3,949.19

USE REPORT

Days open for circulation	365
Total circulation	238,872
Average daily circulation	654+
Sunday and holiday readers	4,352
Pictures circulated	594
Reference questions	10,303
Books renovated	7,233

CIRCULATION BY CLASSES

	Adult	Juvenile	Total
General works	293	267	560
Philosophy	2,977	30	3,007
Religion	1,571	323	1,894
Sociology	4,687	11,236	15,923
Language	676	215	891
Natural science	3,352	3,106	6,458
Useful arts	8,077	2,067	10,144
Fine arts	6,270	871	7,141
Literature	6,921	10,038	16,959
History	5,141	1,614	6,755
Travel	4,910	1,898	6,808
Biography	5,341	1,694	7,035
Periodicals	4,024	1,213	5,237
Foreign	431		431
Fiction	86,501	63,128	149,629
Totals	141,172	97,700	238,872
Circulation includes			
Schools		37,759	37,759
Mt. Vernon Branch	2,981	20,224	23,205

CLASSIFIED CONTENTS

Class	Adult	Juvenile
General works	237	177
Philosophy	981	15
Religion	1,013	163
Sociology	3,171	2,252
Language	146	16
Natural science	1,274	1,006
Useful arts	3,267	991
Fine arts	2,242	466
Literature	3,886	1,582
Travel	3,139	678
Biography	2,434	990
History	3,180	834
Fiction	16,760	9,164
Foreign	428	
Reference books	3,574	157
Public and state documents	529	
Totals	46,361	18,491
Total volumes in Library		64,852

ADDITIONS AND WITHDRAWALS

Volumes on hand July 1, 1946.....		63,118
Volumes added by purchase.....	4,045	
Volumes added by gift.....	42	
Total additions.....	4,087	
Volumes discarded.....	1,856	
Volumes missing.....	310	
Volumes lost.....	78	
Volumes paid for.....	92	
Volumes withdrawn because of contagious disease.....	8	
Volumes lost by fire.....	9	
Total withdrawals.....	2,353	
Gain for year.....		1,734
Volumes in Library July 1, 1947		64,852

REGISTRATION

	Adult	Juvenile	Total
Registered borrowers July 1, 1946	11,878	4,060	15,938
New borrowers	3,804	1,340	5,144
*Reregistered borrowers	1,033	110	1,143
Borrowers relinquished	1,214	814	2,028
Registration July 1, 1947	15,501	4,696	20,197

*Reregistration every 3 years

FINANCIAL STATISTICS

Assessed valuation of City.....	$ 34,381,320.00
Rate of tax levy.....	1.5557 on $100
Library tax rate.....	.1052 on $100
Population - special 1946 census	56,193
Total Municipal Operating Budget	$ 1,378,355.00
Library Budget	$ 46,000.00